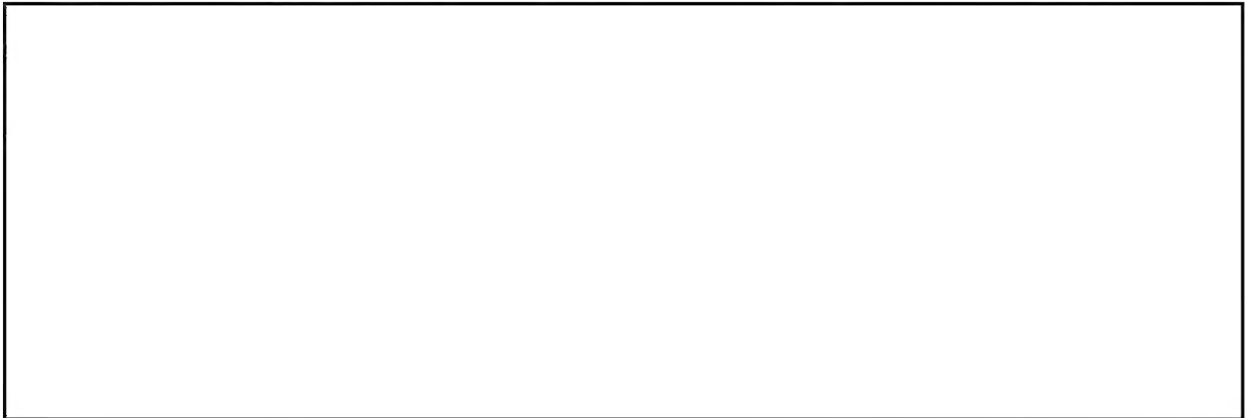


SUMMARY STATEMENT

NFAC CAREER SERVICE APP ANALYSIS

The following paragraph is a capsule description of the major items discussed or reported upon in the attached APP analysis provided by the NFAC Career Service.

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FY 80 APP ANALYSIS

1. If losses or gains were significantly higher or lower than projected, why?

Losses were higher because changes to other Career Services combined with reassignments and details-out were higher than expected; separations to other Federal Agencies and retirements, due to the January 1979 incentives, were higher than expected. In addition, we had unexpected attrition in the clerical grades. Gains were significantly higher than projected because of a stepped-up effort in NFAC to recruit individuals to fill vacancies. In particular, to compensate for a continuing clerk-typist shortage, OCR over-hired new people in the professional, IA, or non-typing clerk areas.

2. If promotion targets were not met at any grade level, was the shortfall made up at any other level?

Yes. (Fell one short of target at both the GS-16 and GS-17 levels but these promotions were subject to DCI/DDCI approval.)

3. What is the ratio of professional to clerical employees? Does any one office have an unusually high or low ratio? Can this be explained by the functions of the office?

25X1 This figure is distorted because, at the Directorate level, there is a greater number of senior positions, each requiring an individual secretary, while in OCR, the high percentage of clericals is due to the mission of the office and the necessity for clerical support.

4. Are actual losses or gains unusually higher or lower than the projections? If so, why? Does any one office account for the discrepancy?

Same as 1. No one office accounts for the discrepancy.

5. Do you have the right mix of academic and non-academic conversions to professional status to maintain the quality of the workforce?

Yes.

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6. Does a formal upward mobility program account for any of the conversions? If so, what percentage?

Yes; NFAC's formal program is the Advancement Opportunities Program. 19.4% of conversions resulted from this program.

7. How does the number of professional conversions compare with the number of professional employees brought in from outside the Agency?

[Redacted]

8. Are lateral entries at GS-12 and above higher than projections? Does this indicate a shortage of specialists within the Agency/Directorate in any specific discipline? If so, is the shortage expected to continue?

[Redacted]

9. Are retirements or resignations significantly higher or lower than projections? Can a reason be identified?

[Redacted]

10. By what percentage have women in grades GS-13 and above increased over last year? Over the base year?

[Redacted]

11. By what percentage have blacks in grades GS-13 and above increased over last year? Over the base year?

[Redacted]

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12. Has the number of Asian-American employees increased over last year? By what percentage? Over the base year?

[Redacted]

25X1

13. Has the number of Hispanic employees increased over last year? By what percentage? Over the base year?

[Redacted]

25X1

14. Does any group listed have a preponderance of professional conversions? Is there any reason for this beyond simple demographics?

Yes, women stand out in the clerical to professional conversions. This is a feature of their obvious predominance in the clerical work force.

15. If PRAs significantly increased over last year, what was the reason (e.g., transfer of an organizational unit, closing of a field station)?

[Redacted]

25X1

16. Of those individuals ranked in the lowest percentile for the last three years, how many are within two years of being eligible for retirement?

[Redacted]

25X1

17. Of those counseling cases in which no action was taken, how many have been in the lowest percentile by reason of poor performance for the last three consecutive years? If so, why has no action been taken?

None

18. If average time-in-grade increased by 12 months or more at any one grade over last year, why?

For GS-17s - limited number of promotions based on availability of position/retirements does not give true average statistic. For GS-15s - time in grade increased by 12 months or more because ceiling limitations required caution and a reserved approach to promotions.